

**CITY OF TUKWILA
REQUEST FOR PROPOSALS
POLICE RECORDS MANAGEMENT SOFTWARE
DUE: OCTOBER 22, 2015 by 5:00 p.m. Pacific Standard Time**

The Tukwila Police Department invites qualified public safety software vendors to submit responses to this Request for Proposals (RFP) for Police Records Management Software. The agency will use the information to purchase software that best meets the agency's needs. In order to effectively manage our resources, the department seeks a solution that will improve the department's technological capacity and access to information. An updated system will improve efficiency and effectiveness department-wide, including increased officer safety with access to records in the field, and reduced liability risk with a comprehensive and integrated system. **Please review the full RFP following this notice.**

Two (2) paper copies of the Proposal, whether mailed or hand-delivered, must arrive in a sealed box or envelope at the address listed below **no later than 5:00 p.m. (Pacific Standard Time) on Thursday, October 22, 2015.** No submittal will be accepted after this date and time. The City will not be liable for delays in delivery of proposals due to handling by the U.S. Postal Service or any other type of delivery service. Faxed or emailed submittals will not be accepted. Please reference the project name **"Police Records Management Software"** and vendor name on all communications and mailing labels.

**Trina Cook
Tukwila Police Department
6200 Southcenter Blvd
Tukwila WA 98188**

Questions regarding the proposal will be accepted by email ONLY to Trina Cook, Project Coordinator, at trina.cook@tukwilawa.gov

The award shall be made to the qualified vendor whose proposal is most advantageous to the municipality with price and other factors considered. The municipality may reject any and all proposals for good cause and request new proposals.

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Tukwila Police Department

Police Records Management Software RFP

Publication Dates: **October 8 and 15, 2015**
Proposals Due: **October 22, 2015 by 5:00 pm (PST)**
Issued By: **Tukwila Police Department**
 6200 Southcenter Blvd
 Tukwila, WA 98188

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General Overview

Request for Proposals

The Tukwila Police Department invites qualified public safety software vendors to submit responses to this Request for Proposals (RFP). The department will use the information to purchase software that best meets the agency's needs. In order to effectively manage our resources, the department seeks a solution that will improve the department's technological capacity and access to information. An updated system will improve efficiency and effectiveness department-wide, including increased officer safety with access to records in the field, and reduced liability risk with a comprehensive and integrated system.

The selected software shall include the following capabilities/modules (not ranked by importance): mobile access, field reporting, driver's license scanning, NIBRS reporting with Washington State standards, case management, personnel management, equipment maintenance, fleet maintenance, inventory management, user-to-user messaging, crime analysis, pin mapping, photo montage, sex offender tracking, evidence including barcoding, and interfaces with: WACIC/NCIC, LInX, SECTOR, CopLogic, SCORE Jail, Tiburon CAD.

The following table provides specific information about the department and community served:

Description	Details
Population served	19107
Number of sworn officers	75
Total number of full-time employees (sworn and non-sworn)	93
Maximum number of concurrent users	100
Average number of concurrent users	50
Number of mobile units	29 MDTs in vehicles + 26 laptop/tablets

Department Contact

All communication, questions, or clarification regarding this RFP shall be directed via email to the following departmental contact:

Trina Cook
trina.cook@tukwilawa.gov

Contact with other department employees regarding this RFP is prohibited without prior consent. Vendors that directly contact employees risk elimination.

Proposal Submission

- Submit two printed copies.
- A response to all questions is required.
- Bids cannot be withdrawn or corrected after submission.

- Proposals must be submitted in a sealed box or envelope to the address below.

Trina Cook
Tukwila Police Department
6200 Southcenter Blvd
Tukwila WA 98188

- Proposal package must be labeled as follows:

Project name of **Police Records Management Software**
Vendor name

- The vendor is responsible for all costs incurred in the preparation, demonstration, or negotiation of this proposal.
- The award shall be made to the qualified vendor whose proposal is most advantageous to the municipality with price and other factors considered. The municipality may reject any and all proposals for good cause and request new proposals.

Proposal Format

Vendors must organize their proposals in the following format:

- Letter of Transmittal
- Table of Contents
- Executive Summary
- Proposal Questionnaire (RFP Section 1.)
- Functional Specifications (RFP Section 2.)
- Pricing (RFP Section 3.)
- Attachments

Evaluation Criteria

The department will consider the following in its evaluation:

- Proposal response
- Software capabilities
- Presence in Washington State
- Company profile
- Proposed services
- Warranty, licensing, maintenance, and support
- Pricing

The awarded contract shall agree to offer the terms and conditions offered herein to other government departments who wish to participate in a cooperative purchase program. Participating agencies may include the purchase and installation, modification, and maintenance for the Contract, but will be responsible for entering into separate agreements with the Contract and for all payments thereunder.

1. Proposal Questionnaire

1.1. Vendor Background

Vendor Information	
Company Name	
Address	
City, State & Zip	

Primary Vendor Contact	
Name and Title	
Address	
City, State & Zip	
Phone	
Email	

1. Provide a brief company history, including total number of customers and years in business.
2. Does the vendor develop, sell, or support any software other than public safety software? If so, describe.
3. What percentage of vendor employees are dedicated to public safety software versus public sector software and/or other private sector business interests?
4. List any technology certifications the vendor holds. For example, identify whether the vendor is a Microsoft® Certified Solutions Partner.
5. How many agencies are currently using the vendor's public safety software?
6. How many current public safety agencies have used the vendor's software for 10 years, 15 years, and 20 years, respectively?
7. Has the vendor ever been party to a buy-out, merger, or company acquisition? If so, explain.
8. Has the company or any company employee ever been named in litigation or arbitration related to the company's products or services? If so, explain.
9. Where is the nearest user group located? Is there an annual user conference? If so, where is it located? Is training offered at the conference? Is certification available?

1.2. Vendor References

Provide at least five (5) references that are currently using a system similar to the proposed solution. At least five (5) of these references must be customers who have used the system for five years or more. References from Washington State municipal agencies will receive special consideration.

Include the following information:

- Agency name
- Address, city, state, zip
- Contact information
- Years using system
- Programs/modules in use

1.3. System Overview

1. In the table below, enter the name of the vendor providing each module or service in your proposed solution. The information should reflect any third party vendors proposed for this project.

Module/Service	Vendor
RMS software	
Mobile software	
Project management	
Training	
Software maintenance and support	
Data conversion	
External interfaces (SECTOR, CopLogic, etc.)	

2. Provide a detailed overview of the proposed system.
3. Do all system modules query a single database? Describe the internal interface between proposed modules.
4. Describe the system's customization capabilities.
5. Can agency administrators easily establish security privileges and permissions within the system? If so, please describe.
6. Can the system create both preformatted and ad hoc reports? Describe the system's reporting capabilities.
7. Describe the system's imaging capabilities including how users capture, store, and use media.

8. Can users attach all types of media files to an individual record (e.g., image, sound, and video files)? Can attachments be opened in their native formats?
9. Does the proposed solution include link analysis functionality that connects all record types associated with a case? If so, describe.
10. Describe vendor capabilities to perform data exchanges using the National Information Exchange Model (NIEM) standards and web services.

1.4. System Requirements

1. Describe the system's minimum networking requirements.
2. How many servers will be required to operate the proposed system? Describe the purpose of each proposed server.
3. Using the table below, provide server hardware specifications. Repeat the table for each proposed server.

Server Recommendations	
Number of Concurrent Users Supported	
System Information	
Operating System	
Processors	
# of Processors @ Speed	
Memory	
Total Memory	
Storage	
Type	
Speed	
RAID levels supported	
Capacity	
Network Adapters	
Number of Ports	
Speed	

4. Provide the recommended specifications for user workstations.

Non-Dispatch Workstations	
Operating Systems	
Processor	
Memory	
Network card	
Screen resolution (pixels)	
Hard disk space	
Monitor	

Non-Dispatch Workstations	
Additional applications/ software	

Mobile Laptops	
Operating Systems	
Processor	
Memory	
Wireless network	
Screen resolution (pixels)	
Screen size	
Hard disk space	
Additional applications/ software	

1.5. Implementation

1. Describe the typical implementation process for a project of this scope including the roles of key members of the implementation team.
2. Include the resume of the project manager assigned to this opportunity. Note whether the project manager is Project Management Professional (PMP) certified.
3. Provide a project organization chart.
4. What tools are employed by the implementation team to collaborate with the agency regarding project milestones?
5. Describe the vendor's training services.
6. Does the vendor provide a practice database that utilizes the agency's data? If so, describe.
7. Describe all training documentation and instructional support available to the agency.
8. Has the vendor ever completed an implementation after the deadline or exceeded the agreed budget? If so, describe.
9. Has the vendor ever failed to complete an implementation? If so, describe.
10. Attach an implementation timeline that outlines specific milestones and deliverables.

1.6. User Licenses

1. Describe the proposed licensing structure (user, concurrent, etc.).

2. Provide the following information for each proposed component that requires a license. Add rows as needed.

Licensed Component or Module	License Type (user, concurrent, etc.)	# of Proposed Licenses

3. As the agency expands, will there ever be any additional charges for workstation licenses?
4. Using agency-defined privileges, will the agency be able to grant unlimited view-only licenses to outside departments, such as the Prosecuting Attorney's Office?

1.7. Warranty, Maintenance, and Support

Warranty

1. What is the length of the warranty? When does the warranty begin?
2. Does the warranty include both maintenance and support services?

Maintenance

3. Are there any costs associated with system updates, enhancements, and bug fixes? If so, describe.
4. Does the vendor provide a clearly defined process for customers to influence product enhancements? If so, describe.
5. Will the agency be required to update their system when a new enhancement is released?
6. When an enhancement becomes available, if the agency elects to retain a previous release, how long will the vendor provide maintenance for that release?
7. Does the vendor preserve agency customizations to the system during the enhancement process free of charge?

Support

8. What percentage of the support staff is dedicated solely to public safety software?
9. Describe the account management resources available to the agency.
10. Describe the vendor's standard support services.

11. For telephone support, provide the following information:
 - Does the vendor provide 24-hour support?
 - What is the vendor's average time to resolve issues?
 - What is the vendor's first-call resolution percentage?
12. Does the vendor provide an online educational database? If so, describe.
13. Describe the process to escalate an issue if it is not resolved in a timely manner.

2. Functional Specifications

Complete the following tables by selecting the correct column (**Y** / **N** / **M**) for each requirement. If additional explanation is required, information may be included in the comments column.

Y Yes – The proposed software meets or exceeds the requirement.

N No – The proposed software cannot meet the requirement.

M Modification – The software must be modified in order to meet the requirement. Provide estimated costs and proposed delivery date.

2.1. System Overview

2.1.1. General System Specifications					
	Description	Y	N	M	Comments
1.	Are all system modules integrated through one central database to maximize information sharing and reduce redundant entry?				
2.	Can system modules be added, licensed, and implemented separately as needed?				
3.	Is the software developed to run using either a Windows-based, UNIX-based, or Linux-based operating system?				
4.	Is the system ODBC-compliant?				
5.	Can system interfaces meet the National Information Exchange Model (NIEM) principles for data sharing and integration with other systems?				
6.	Does the system include an N-DEx IEPD compliant interface?				
7.	Does the proposed solution include a screen for administrators to oversee all system modules?				
8.	Can users view changes to code tables without logging out of the system?				
9.	Can users operate the system using function keys, a command line, and mouse point-and-click operations?				
10.	Can the agency hide fields in the system without the need for vendor assistance?				
11.	Can the agency create templates for narrative fields on any screen?				
12.	Does the system provide spell check for narratives?				
13.	Does the system provide cut, copy, and paste functionality?				
For Agency Use Only Column Total:					
Total Table Score:					

2.1.2. System Queries					
Description		Y	N	M	Comments
1.	Can users search any field, on any screen, in any order?				
2.	Can searches be performed directly within the data entry screens, without the need for a separate search application or window?				
3.	Can users search using the following criteria:				
4.	– none				
5.	– equal to				
6.	– not equal to				
7.	– less than				
8.	– greater than				
9.	– between (date/time, day of week, etc.)				
10.	Can users search any field with wildcard characters?				
11.	Does the system provide Soundex search capabilities?				
12.	Does the system allow search criteria to be non-case sensitive?				
13.	Can users search multiple criteria within the same table or search combined criteria across multiple tables?				
14.	Can users expand or refine a search with additional criteria?				
15.	Can the system display a list of all records matching the search criteria?				
16.	Can users create a new search based on previous search criteria?				
For Agency Use Only					
Column Total:					
Total Table Score:					

2.1.3. Reporting					
Description		Y	N	M	Comments
1.	Does the system offer preformatted reports? List how many in Comments field.				
2.	Can the preformatted reports include data from multiple tables?				
3.	Can users easily define or limit the information included in a report?				
4.	Can users create and save a report format, defining the applicable table, fields, column titles, etc.?				

2.1.3. Reporting

Description		Y	N	M	Comments
5.	Can users create ad hoc reports using third party report writers, such as Microsoft Office and Crystal Reports?				
6.	Can the system create UCR and NIBRS reports?				
7.	Can users schedule recurring reports to run at user-defined times and dates?				
8.	Can users output reports in various formats such as PDF and HTML?				
For Agency Use Only Column Total:					
Total Table Score:					

2.1.4. Security

Description		Y	N	M	Comments
1.	Can the agency define security on world, agency, group, and individual levels for all screens within the system?				
2.	Can user access be defined per screen, record, field, and function (view, add, modify, delete, etc.)?				
3.	Does the system allow multiple agencies to share the host server yet partition data to limit access to sensitive information?				
4.	Can users be assigned to one primary group and multiple secondary groups? For example, a patrol shift supervisor might be assigned to a primary patrol group and to a secondary supervisor group given additional privileges.				
5.	Can the agency track how users access tables, including which records have been printed, searched, viewed, added, and deleted?				
For Agency Use Only Column Total:					
Total Table Score:					

2.1.5. Messaging and Chat

Description		Y	N	M	Comments
1.	Does the system provide messaging and real-time chat capability?				
2.	Can users add customized external links directly to the home messaging screen (for example, to a city intranet site)?				

2.1.5. Messaging and Chat					
Description		Y	N	M	Comments
3.	Can users establish custom messaging groups for an agency or zone?				
4.	Does the message center display a summary of alerts, state/NCIC/local returns, approvals, and report assignments?				
5.	Can users view the status of personnel (online or offline)?				
6.	Can Be On the Lookout (BOLO) and Attempt to Locate (ATL) notices scroll along the bottom of the screen until expired or deleted?				
7.	Can BOLO and ATL notices be sent as instant messages?				
8.	Can users set the expiration date and time for outgoing alerts (for example, BOLOs)?				
9.	Does the system retain a searchable record of all instant messages?				
For Agency Use Only		Column Total:			
		Total Table Score:			

2.2. Core Integration

2.2.1. Names					
Description		Y	N	M	Comments
1.	Is a central names table used for all names entered into the system? A names table accommodates an individual, business, or group of names.				
2.	Can name records be accessed from all system modules without the need to re-enter search criteria?				
3.	Can users view any records linked to a name, such as an incident or vehicle record?				
4.	Can users capture the following information regarding an individual in the name record:				
5.	– name and address				
6.	– home and work phones				
7.	– date of birth				
8.	– place of birth				
9.	– adult/juvenile				
10.	– physical description				
11.	– social security number				
12.	– driver license				
13.	– school				
14.	– emergency contact				
15.	– relationships				
16.	– employment				
17.	– state ID number				
18.	– FBI ID number				
19.	– user-defined ID numbers				
20.	Can users attach media to a name record, such as images, audio, and video?				
21.	Does the system maintain a history of all past addresses, telephone numbers, and name changes?				
22.	Can users search a name record using a variety of criteria, including:				
23.	– partial name				
24.	– address				
25.	– social security number				
26.	– date of birth				
27.	– sex				
28.	– race				
29.	– hair color				
30.	– eye color				
31.	– approximate height/weight				
32.	– scars/marks/tattoos				

2.2.1. Names					
Description		Y	N	M	Comments
33.	Can users enter Modus Operandi (MO) information for each name and search by particular MOs?				
34.	Can users enter and view alert codes for any name in the system?				
35.	Does an alert appear if a name is associated with an alias?				
36.	Can a name record be associated with an unlimited number of aliases, with a physical description for each alias?				
37.	Can users generate a report identifying possible duplicate name records so the information can be merged?				
38.	Can the system transfer data required by the FBI from the names record to a LiveScan Fingerprinting system?				
For Agency Use Only		Column Total:			
		Total Table Score:			

2.2.2. Vehicles					
Description		Y	N	M	Comments
1.	Is a central vehicle table used for all vehicles entered into the system?				
2.	Can vehicle records be accessed from all system modules without the need to re-enter search criteria?				
3.	Can users view any records linked to a vehicle, such as accidents and traffic citations?				
4.	Can users capture the following information regarding a vehicle:				
5.	– license plate number, type, and state				
6.	– vehicle Identification Number (VIN)				
7.	– year, make, model				
8.	– vehicle type				
9.	– description				
10.	– storage location				
11.	– status				
12.	– date stolen, recovered, or received				
13.	– responsible agency and officer				
14.	– owner				
15.	– related incident				
16.	– recovered value				

2.2.2. Vehicles

Description		Y	N	M	Comments
17.	Can users attach media to a vehicle record, such as images, audio, and video?				
18.	Can the following information be included in a vehicle record:				
19.	– stolen/not recovered				
20.	– stolen/recovered				
21.	– evidence				
22.	– abandoned				
23.	– impounded				
24.	– involved in an accident				
25.	– driven by criminal suspect				
26.	– used in crime				
27.	– vehicle of interest				
28.	Does the system maintain a history of modifications made to the vehicle record?				
29.	Does the system perform a check digit calculation to validate the VIN entered for a vehicle record?				
30.	Can users generate a report identifying any vehicles with invalid VINs?				
31.	Can users generate a report identifying possible duplicate vehicle records so the information can be merged?				
For Agency Use Only Column Total:					
Total Table Score:					

2.2.3. Property

Description		Y	N	M	Comments
1.	Is a central property table used for all property entered into the system?				
2.	Can property records be accessed from all system modules without the need to re-enter search criteria?				
3.	Can users view any records linked to property, such as the owner's name?				
4.	Can users capture and search the following information regarding property:				
5.	– type				
6.	– brand name and model				
7.	– model year				
8.	– serial number				
9.	– owner-applied number				

2.2.3. Property					
Description		Y	N	M	Comments
10.	– descriptive characteristics				
11.	– UCR code				
12.	– quantity with measurement unit				
13.	– storage location and agency ID number				
14.	– crime lab case number				
15.	– status				
16.	– date stolen, recovered, or received				
17.	– stolen and recovered locations				
18.	– stolen and recovered values				
19.	– responsible agency and officer				
20.	– owner information				
21.	– victim name				
22.	– related incidents				
23.	Can users attach media to a property record, such as images, audio, and video?				
24.	Does the system provide a record displaying the history of an item's custody transfers?				
25.	Can the following information be included in a property record:				
26.	– stolen/not recovered				
27.	– stolen/recovered				
28.	– lost				
29.	– found				
30.	– evidence				
31.	– attached by civil officers				
32.	Can the system easily duplicate a change-of-custody entry for multiple items under the same tag?				
33.	Does the system maintain a history of modifications made to a property record?				
34.	Can users access preformatted reports for property records?				
35.	Can users submit property reports to UCR/IBR?				
For Agency Use Only					
Column Total:					
Total Table Score:					

2.2.4. Wants/Alerts					
Description		Y	N	M	Comments
1.	Can users capture information regarding wanted persons, both within an agency's jurisdiction and across jurisdictional lines?				

2.2.4. Wants/Alerts

Description		Y	N	M	Comments
2.	Can users capture and search the following information regarding wanted persons:				
3.	– court number				
4.	– docket number				
5.	– type of want				
6.	– reason wanted				
7.	– disposition of want				
8.	– assigned officer and agency				
9.	– dates issued, received, served, returned				
10.	For a single name, can users enter multiple active wants or multiple offenses per want?				
11.	Does a wanted person's name automatically become part of the central names table?				
12.	Does the system automatically display any active wants for a name record?				
13.	Does a visual alert automatically display beside the person's name or alias?				
14.	Are alerts visible within all system modules?				
15.	Can users define the wording of a want alert?				
16.	Does an alert identify if a person is currently in jail?				
17.	Can users access preformatted reports for wanted persons?				
For Agency Use Only Column Total:					
Total Table Score:					

2.2.5. Imaging

Description		Y	N	M	Comments
1.	Does the system include imaging functionality developed and maintained by the primary vendor?				
2.	Can the software capture images with a TWAIN compliant device from any terminal connected to the network?				
3.	Does the system provide crosshairs for positioning during image capture?				
4.	Does the system display a preview of the captured image prior to final acceptance?				
5.	Are all images stored in non-proprietary formats?				
6.	Can users view thumbnail images that can be enlarged by clicking the picture?				
7.	Can users alter the properties of a photo with the following actions:				
8.	– crop				

2.2.5. Imaging

Description		Y	N	M	Comments
9.	– resize				
10.	– center				
11.	– rotate				
12.	– adjust contrast, sharpness, and brightness				
13.	Can users create a lineup directly from a suspect's name record based on matching characteristics (such as age, hair color, height, etc.)?				
14.	Can users alter the position of individual photos in a lineup and add other photos using drag and drop?				
15.	Using the Imaging solution, can users generate wristbands, ID cards, and wanted/missing posters?				
For Agency Use Only Column Total:					
Total Table Score:					

2.2.6. GIS Address Verification

Description		Y	N	M	Comments
1.	Does the system validate addresses using industry standard Esri® GIS technologies?				
2.	Does the GIS system verify the following:				
3.	– street names				
4.	– intersections				
5.	– street aliases				
6.	– mile markers				
7.	– rural routes				
8.	– highway exits				
9.	– overpasses				
10.	– common place names				
11.	– number ranges				
12.	– street names				
13.	Does the system automatically populate the record with city, state, zip, and jurisdiction after verifying an address?				
14.	Does the system display the following information associated with a specific address:				
15.	– number of previous calls				
16.	– possible duplicate calls				
17.	– name records				
18.	– name alerts				
19.	– local wants				
20.	– number of premises records				

2.2.6. GIS Address Verification

Description		Y	N	M	Comments
21.	— address alerts				
22.	— number of previous calls				
23.	Can the system display select locations within a defined radius (for example, sex offenders proximate to a school)?				
24.	Does the system display cross streets on either side of an address?				
25.	Does the system provide directions to an address?				
26.	Can users enter information on commercial properties associated with individual suites or apartment numbers?				
27.	Does the system allow for multiple occurrences of the same street name in different cities?				
28.	Can street intersection information be used interchangeably (for example, State Avenue/Main Street or Main Street/State Avenue)?				
29.	Does the system accommodate the use of address abbreviations (St. for Street)?				
30.	Can users rename a street and retain the old name as an alias?				
For Agency Use Only Column Total:					
Total Table Score:					

2.3. Records Management System (RMS)

2.3.1. General RMS Specifications					
Description		Y	N	M	Comments
1.	Can users create records with the following fields:				
2.	– address				
3.	– complainant				
4.	– offense				
5.	– responding officer				
6.	– times and date				
7.	– modus operandi				
8.	– status				
9.	Do records automatically link to all associated records?				
10.	Can the system automatically generate separate incident numbers for each agency using the system?				
11.	Can the agency define narrative templates that prompt users to enter required information?				
12.	Can users enter a narrative of virtually unlimited length?				
13.	Can the system track the workflow or approval process and keep related historical records?				
14.	Does the system have a case management feature to track incidents from the initial incident to the completed investigation?				
15.	Does the system provide a numerical solvability tool based on agency-defined criteria and scoring?				
16.	Can detectives keep unlimited case notes that are both part of and separate from the incident?				
17.	Can users generate a list of cases that are pending or past due?				
18.	Can users track race and ethnicity information on persons involved in incidents?				
19.	Can users capture the following intelligence information:				
20.	– name				
21.	– description				
22.	– associates				
23.	– hangouts				
24.	– vehicles				
25.	– employment history				
26.	– residence history				
27.	– gang affiliations				
28.	Can users associate intelligence information with a person of interest:				
29.	– known sex offender				

2.3.1. General RMS Specifications

Description		Y	N	M	Comments
30.	— habitual criminal				
31.	— under investigation				
32.	— drug dealer				
33.	Does the system track criminal history activity for non-custody bookings (cite and release)?				
34.	Does the system capture the following arrest information:				
35.	— name				
36.	— address				
37.	— offense				
38.	Can the system track dissemination information?				
39.	Can users customize dissemination information reports?				
40.	Does the system include preformatted management reports?				
For Agency Use Only Column Total:					
Total Table Score:					

2.3.2. Incident-Based Reporting (IBR)

Description		Y	N	M	Comments
1.	Can users generate Incident-Based Reports (IBR) from incidents, arrests, and offenses?				
2.	Can the system transfer information from the incident to the IBR-related fields without the need to re-enter any information, including all of the following:				
3.	— offenses				
4.	— victims				
5.	— offenders				
6.	— property				
7.	— arrests				
8.	Does the system allow multiple agencies to share data while maintaining their own unique ORI?				
9.	If agencies can maintain their own unique ORI, can the agency also query a single name and hit all shared agencies without having to run multiple queries for that name?				
10.	Does the system require the necessary IBR fields to be completed before a user can move to the next screen?				
11.	Can users preview information in a report before it is submitted to the state?				

2.3.2. Incident-Based Reporting (IBR)

Description		Y	N	M	Comments
12.	At any given time, can a user validate an IBR report and be notified of any errors/warnings?				
13.	Does the system provide a field to indicate if an incident has been validated for submission?				
14.	Does the system provide a field to indicate if an incident has been previously submitted?				
15.	Can users generate a report showing all incidents that have not been submitted to IBR within a defined time period?				
16.	Can users create unique offense codes that correspond with specific IBR values?				
17.	Can users view customizable errors/warnings associated with an incident?				
18.	If an incident has been submitted to the state, then a user modifies it, will the system automatically flag the incident for re-submission?				
For Agency Use Only		Column Total:			
		Total Table Score:			

2.3.3. Traffic Information

Description		Y	N	M	Comments
1.	Can users record the following traffic accident information:				
2.	– accident number				
3.	– date, time, and location				
4.	– individuals and vehicles involved				
5.	– agency and officer				
6.	– severity code				
7.	– injuries				
8.	– speed (actual, posted, safe)				
9.	– weather and road conditions				
10.	– traffic control				
11.	Can users link related records to an accident?				
12.	Can users record the following traffic citation and warning information:				
13.	– citation number				
14.	– date, time, and location				
15.	– individuals and vehicles involved				
16.	– agency and officer				
17.	– citation/warning type				
18.	– speed (actual, posted, safe)				

2.3.3. Traffic Information

Description		Y	N	M	Comments
19.	— court location and date				
20.	Can users track citation dispositions as well as bail and fine collections?				
21.	Can users view the number of accidents, citations, and/or warnings associated with a vehicle?				
22.	Does the system provide preformatted traffic information reports?				
For Agency Use Only Column Total:					
Total Table Score:					

2.3.4. Pin Mapping

Description		Y	N	M	Comments
1.	Does the system allow users to plot data recorded in the system (incidents, persons of interest, etc.) on a pin map without requiring a third party product?				
2.	Can full record information be accessed by clicking on a pin icon?				
3.	Can users measure the distance between locations of offenders/suspects and areas of interest such as schools, etc.?				
4.	Can users perform the following functions:				
5.	— view different map layers				
6.	— customize the display of points				
7.	— restrict or show all incidents on the map				
8.	— change the color of map elements				
9.	— zoom and pan				
10.	— print				
11.	Can customized map configurations be saved for agency-wide use depending on user privileges?				
For Agency Use Only Column Total:					
Total Table Score:					

2.3.5. Comparative Statistics (CompStat)

Description		Y	N	M	Comments
1.	Does the system calculate trends and patterns, displaying statistical information in a graphical dashboard, including crimes, quality of life offenses, accidents, and traffic citations?				

2.3.5. Comparative Statistics (CompStat)

Description		Y	N	M	Comments
2.	Can users customize a dashboard based on districts, zones, and beats?				
3.	Can the agency compare statistics over user-defined periods of time?				
4.	Can users add or remove the types of incidents displayed on graphs?				
5.	Does the solution allow users to access Google Earth to view incident and offense locations?				
6.	Can information be displayed as a heat map?				
7.	Can users view UCR offenses and/or IBR incidents?				
8.	Is a crime index rate displayed?				
9.	Can users track which personnel responded to crimes?				
10.	Can the agency track the quality of life offenses, such as gang problems, graffiti, and animal attacks?				
11.	Can users view traffic and accident information, including the number of injuries or fatalities occurred and the resulting monetary damage?				
12.	Can users identify the most frequent places for traffic citations and accidents?				
13.	Can users export information to a spreadsheet?				
For Agency Use Only		Column Total:			
		Total Table Score:			

2.3.6. Vehicle Impound

Description		Y	N	M	Comments
1.	Can users track the following information on impounded vehicles:				
2.	– impound number				
3.	– ticket number				
4.	– impound date and type				
5.	– related incident number				
6.	– towing company				
7.	– Vehicle Information Number (VIN)				
8.	– make, model, and year				
9.	– owner, driver, and lien holder				
10.	– status and storage location				
11.	– releases				
12.	– scheduled sale date				
13.	– price and buyer				
14.	Can users verify a VIN in the system?				

2.3.6. Vehicle Impound

Description		Y	N	M	Comments
15.	Do vehicle impound records automatically link to related records?				
16.	Can users track impound, towing, and storage fees?				
17.	Can the system automatically stop the calculation of storage charges for sold vehicles?				
18.	Can users batch-enter vehicle sales, automatically updating individual vehicle records?				
19.	Does the system provide preformatted Impound and Intent to Sell notifications for owners and lien holders?				
20.	Does the system provide preformatted vehicle impound reports?				
For Agency Use Only		Column Total:			
		Total Table Score:			

2.3.7. Evidence Management

Description		Y	N	M	Comments
1.	Can users track changes in evidence location, status, and custody?				
2.	Is evidence automatically linked to owner, property, and vehicle information already stored in the system?				
3.	Can users track the movement of multiple items between locations?				
4.	If a change is made to an evidence record, does the evidence history automatically update?				
5.	Does the system provide preformatted evidence management reports?				
For Agency Use Only		Column Total:			
		Total Table Score:			

2.3.8. Evidence Barcode and Audit

Description		Y	N	M	Comments
1.	Does the system have barcoding capabilities to track the location and movement of evidence?				
2.	Is scanned information automatically transferred into an evidence record?				
3.	Can users track the following information on evidence items that have been moved:				

2.3.8. Evidence Barcode and Audit					
Description		Y	N	M	Comments
4.	– item number				
5.	– storage location				
6.	– custodian				
7.	– transaction code				
8.	– transaction time and date				
9.	– quantity moved				
10.	– reason for move				
11.	Can users print barcodes from either a laser printer or label printer?				
12.	Does the barcode label include agency name, incident number, location, and evidence type?				
13.	Using a barcode reader, can users collect and store scanned inventory information, including the item number, storage location, and custodian name?				
14.	Once a barcode has been scanned, can users change the status of multiple evidence items at the same time?				
15.	Does the system provide preformatted evidence barcode and audit reports?				
For Agency Use Only		Column Total:			
		Total Table Score:			

2.4. Mobile Data Computing (MDC)

2.4.1. General Mobile Specifications					
Description		Y	N	M	Comments
1.	Does the MDC system completely integrate with the CAD/RMS system?				
2.	Does the MDC system run on Windows and remotely interact with the agency's main database?				
3.	Does the MDC system allow login by username, password, and unit, to accommodate officers assigned to more than one unit?				
4.	Does the MDC system utilize large, easy-to-read fonts?				
5.	Does the MDC system allow personnel to utilize a touch-screen computer even while wearing gloves?				
6.	Can the agency customize the screen appearance and vocabulary?				
7.	Can each agency within a shared system display its own insignia?				
8.	Can each agency within a shared system customize multiple toolbar configurations?				
9.	Can the MDC system perform real-time messaging with individuals or agency-defined groups?				
10.	Does the MDC system include a locking feature to prevent anyone other than the user from viewing or retrieving information?				
11.	Does the MDC system provide at least 128-bit data encryption?				
12.	Does the MDC system display alerts for records?				
13.	Can users update unit and call status, view historical address and incident information, and view the radio log?				
14.	Can users list several types of calls:				
15.	– unit calls				
16.	– zone calls				
17.	– all calls				
18.	– completed calls				
19.	– other unit's calls				
20.	– other zone's calls				
21.	Can dispatchers assign a higher priority call while the user is already in progress on a call?				
22.	Can users navigate between multiple open screens using the mouse, keyboard, and touch?				
23.	Does the system allow officers and supervisors to exchange notifications related to incidents needing review, modification, or approval?				

2.4.1. General Mobile Specifications

Description		Y	N	M	Comments
24.	Can users attach images to the following system records:				
25.	– names				
26.	– vehicles				
27.	– property				
28.	– evidence				
29.	– records				
30.	– premises				
31.	Can users view file attachments from premises records, such as floor plans?				
For Agency Use Only Column Total:					
Total Table Score:					

2.4.2. Mobile Queries

Description		Y	N	M	Comments
1.	Can users search multiple databases with a single query?				
2.	Can users run the following local, state, and national queries from the MDC:				
3.	– warrants				
4.	– vehicle registration				
5.	– stolen vehicles				
6.	– stolen property				
7.	– driver license				
8.	– license plates				
9.	– criminal history				
10.	Can users query local, state, and national databases with information captured from a driver license scanner?				
11.	Can users query the following local database information:				
12.	– incidents				
13.	– field incidents				
14.	– names				
15.	– vehicles				
16.	– property				
17.	– premises				
18.	Can the local database return the following information from a mobile query:				
19.	– mug shot				

2.4.2. Mobile Queries

Description		Y	N	M	Comments
20.	– involvements				
21.	– scars, marks, and tattoos				
22.	– name alerts				
23.	– physical description				
24.	Can users receive an audible notification of a query return?				
25.	Can users select the font size for text in query response lists?				
For Agency Use Only		Column Total:			
		Total Table Score:			

2.4.3. Automated Field Reporting (AFR)

Description		Y	N	M	Comments
1.	Does the MDC have automated field reporting capabilities, allowing users to enter incident, accident, citation, and field interview information?				
2.	Are contact names part of the central names table?				
3.	Is involved property part of the central property table?				
4.	Are involved vehicles part of the central vehicle table?				
5.	Can a driver license scanner be used to automatically populate field reports with driver license data?				
6.	Does return information from state and local queries automatically populate AFR forms?				
7.	Can users route workflow assignments directly from the field?				
8.	Can users temporarily save a form without sending data to the server, then return to it later for completion?				
9.	Does a form remain active and editable even if connectivity is lost?				
10.	Can users customize the form header with agency-specific information?				
11.	Can users compose and save narratives and supplemental narratives?				
12.	Can users populate fields using a drop-down list?				
13.	Can users create records from accident forms?				
For Agency Use Only		Column Total:			
		Total Table Score:			

2.4.4. Driver License Scanning

Description		Y	N	M	Comments
1.	When a license is scanned, does the system automatically populate the appropriate fields with the driver's information?				
2.	Can the scanning interface be customized to search in local, state, and national databases?				
3.	Does the solution adhere to American Administration of Motor Vehicle Administrators standards?				
4.	Can the interface gather information from both barcoded and magnetic strip driver licenses?				
For Agency Use Only Column Total:					
Total Table Score:					

2.4.5. Smartphone and Tablet Interface

Description		Y	N	M	Comments
1.	Can users access system information through a smartphone or tablet interface?				
2.	Does the interface provide the following system functions:				
3.	– wild card searches				
4.	– call comments				
5.	– mapping				
6.	– unit status				
7.	Does the interface follow agency-defined data partitioning security parameters?				
For Agency Use Only Column Total:					
Total Table Score:					

2.5. Resource Management

2.5.1. Personnel Management					
Description		Y	N	M	Comments
1.	Can the agency track detailed employee information?				
2.	Can the agency track administrative activities such as commendations and disciplinary actions?				
3.	Can users access information about an employee's unique job skills, such as foreign language fluency, CPR certification, or explosives expertise?				
4.	Can the agency determine employee priority for a given shift?				
5.	Can the agency maintain a training history for each employee, including types, dates and locations, costs, credits earned, and certifications?				
6.	Can the agency maintain a medical history for each employee, including blood type, allergies, insurance and physician, and medical events?				
7.	Does the system accommodate family medical leave, sick leave, paid time off, and overtime?				
8.	Can the system track the amount of leave earned annually, using accrual rates defined by the agency?				
9.	Does the system provide preformatted personnel management reports?				
For Agency Use Only		Column Total:			
		Total Table Score:			

2.5.2. Equipment Maintenance					
Description		Y	N	M	Comments
1.	Can users track the condition, location, history, and upkeep of department equipment?				
2.	Can users record future scheduled maintenance?				
3.	Can users track information on external resources, such as forklifts, backhoes, and jaws of life?				
4.	Can users enter notes regarding a piece of equipment?				
For Agency Use Only		Column Total:			
		Total Table Score:			

2.5.3. Fleet Maintenance

Description		Y	N	M	Comments
1.	Can the agency track the following information on department vehicles:				
2.	– fleet vehicle number				
3.	– type of vehicle				
4.	– license plate number				
5.	– vehicle identification number				
6.	– year				
7.	– make				
8.	– model				
9.	– color				
10.	– assigned agency, division, and officer				
11.	– purchase information				
12.	– disposal information				
13.	Can users schedule maintenance, inspections, and registrations for department vehicles?				
14.	Can users record information on repairs, maintenance, replacement parts, service providers, and total costs?				
15.	Can users track fuel consumption and mileage information, including the date, odometer reading, and the quantity of oil or fuel added?				
16.	Can the system automatically calculate the average miles per gallon (MPG) for each vehicle?				
17.	Does the system provide preformatted fleet and maintenance reports?				
For Agency Use Only Column Total:					
Total Table Score:					

2.5.4. Inventory Management

Description		Y	N	M	Comments
1.	Can users track consumable items such as ammunition and cleaning supplies?				
2.	Can users track supplier contact information, ordering instructions, order history, and supplier fulfillment?				
3.	Can users view an item's balance, reorder point, and full stock quantity?				
4.	Does the system automatically generate an item purchase order once the reorder point has been reached?				

2.5.4. Inventory Management					
Description		Y	N	M	Comments
5.	Does the system provide preformatted inventory management reports?				
For Agency Use Only Column Total:					
Total Table Score:					

2.6. Additional Interface Specifications

2.6.1. WACIC and NCIC					
Description		Y	N	M	Comments
1.	Can users simultaneously perform real-time queries of multiple state systems as well as the National Law Enforcement Telecommunications System (NLETS)/National Crime Information Center (NCIC)?				
2.	Can users perform the following transactions for each record without re-entering information:				
3.	– query				
4.	– enter				
5.	– modify				
6.	– locate				
7.	– clear				
8.	– cancel				
9.	Does the interface have confirmation hit request?				
10.	Does the interface have confirmation hit reply?				
11.	Can the system display photos returned from a query?				
12.	Can a query return be attached to a CAD call record?				
13.	Can users forward query returns to other users?				
14.	Can dispatchers run the following queries from the CAD screen:				
15.	– driver license				
16.	– vehicle registration				
17.	– warrant				
18.	Can officers perform the following state queries from their MDCs:				
19.	– driver license				
20.	– vehicle registration				
21.	– stolen vehicle				
22.	– wanted person				
23.	– boat registration				
24.	– stolen boat				
25.	– gun				
26.	– stolen article				
27.	Can users run the following queries from a name record without re-entering information:				
28.	– driver history				
29.	– driver license				
30.	– wanted person				
31.	– criminal history				
32.	– state RAP sheet				
33.	– NCIC III				

2.6.1. WACIC and NCIC					
Description		Y	N	M	Comments
34.	Can users run the following transactions from a name record without re-entering information:				
35.	– clear missing person				
36.	– enter missing person				
37.	– locate missing person				
38.	– modify missing person				
39.	– query missing person				
40.	– cancel missing person				
41.	Can users run the following transactions from a name record without re-entering information:				
42.	– clear stolen gun				
43.	– enter stolen gun				
44.	– locate stolen gun				
45.	– modify stolen gun				
46.	– query stolen gun				
47.	– cancel stolen gun				
48.	Can users run a registration query from a vehicle record without re-entering information?				
49.	Can users run the following transactions from a vehicle record without re-entering information:				
50.	– clear stolen vehicle				
51.	– enter stolen vehicle				
52.	– locate stolen vehicle				
53.	– modify stolen vehicle				
54.	– query stolen vehicle				
55.	– cancel stolen vehicle				
56.	Can users run the following transactions from a boat record without re-entering information:				
57.	– clear stolen boat				
58.	– enter stolen boat				
59.	– locate stolen boat				
60.	– modify stolen boat				
61.	– query stolen boat				
62.	– cancel stolen boat				
63.	Can users run the following transactions from a property record without re-entering information:				
64.	– clear stolen article				
65.	– enter stolen article				
66.	– locate stolen article				
67.	– modify stolen article				
68.	– query stolen article				
69.	– cancel stolen article				

2.6.1. WACIC and NCIC					
Description		Y	N	M	Comments
70.	Can users run the following transactions from a wanted person record without re-entering the information:				
71.	– clear wanted person				
72.	– enter wanted person				
73.	– locate wanted person				
74.	– modify wanted person				
75.	– cancel wanted person				
For Agency Use Only		Column Total:			
		Total Table Score:			

2.6.2. External System Queries					
Description		Y	N	M	Comments
1.	Can users search records information from multiple external agency databases simultaneously?				
2.	Can users track a record and identify how many times that record has been viewed and by whom?				
3.	Can users define query settings to search data within specific groups and agencies?				
4.	Can users override their default search settings?				
5.	Does the system use 192-bit encryption methods to ensure data security?				
6.	Can agencies with separate systems query the local database using a web-based application?				
7.	Can users review a history of searches and modify them for resubmission?				
For Agency Use Only		Column Total:			
		Total Table Score:			

3. Pricing

Provide the following pricing information for each component of the proposed solution.

3.1 Pricing – Software

Required Modules

Provide pricing information for all required applications/modules included in the proposed solution.

Module	Price	# of user licenses included in price	Price per additional user license
System Core (Master Tables)	\$		\$
Imaging	\$		\$
GIS	\$		\$
Computer-Aided Dispatch	\$		\$
Records Management System	\$		\$
Traffic Information	\$		\$
Pin Mapping	\$		\$
Comparative Statistics (CompStat)	\$		\$
Vehicle Impound	\$		\$
Sex Offender Tracking	\$		\$
Evidence Management			
Evidence Barcode and Audit			
Mobile Data Computing	\$		\$
Mobile Queries	\$		\$
Automated Field Reporting	\$		\$
Driver License Scanning	\$		\$
Personnel Management	\$		\$
Equipment Maintenance	\$		\$
Fleet Maintenance	\$		\$
Inventory Management	\$		\$
Total Price for Required Modules		\$	
Check all the following that are included in the quoted Required Modules price: <div><input type="checkbox"/> Complete integration of all modules with no internal interfaces <input type="checkbox"/> Site license for all desktop modules <input type="checkbox"/> First-year maintenance on software <input type="checkbox"/> Technical support and customer service <input type="checkbox"/> Onsite end user training at implementation <input type="checkbox"/> Ongoing end user and administrative training</div>			

Required Interfaces

Provide pricing information for all required interfaces included in the proposed solution.

Check if Existing Interface	Interface	Price	# of licenses	Price per additional license
<input type="checkbox"/>	IBR Reporting Interface	\$		\$
<input type="checkbox"/>	Smartphone and Tablet Interface	\$		\$
<input type="checkbox"/>	WACIC/ACCESS Interface	\$		\$
<input type="checkbox"/>	External System Queries Interface	\$		\$
<input type="checkbox"/>	Washington SECTOR Interface	\$		\$
<input type="checkbox"/>	CopLogic Interface	\$		\$
<input type="checkbox"/>	LinX Data Warehouse Interface	\$		\$
<input type="checkbox"/>	Tiburon CAD Interface	\$		\$
<input type="checkbox"/>	BAIR Analytics Interface	\$		\$
Total Price for Required Interfaces			\$	

Total Price for Required Modules and Interfaces

\$ _____

3.2 Pricing – Data Conversion

Required Data Conversion

Provide pricing information for the conversion of legacy data from the following systems.

Legacy System	Price	Description
Justice RMS including related files	\$	
Training Officer 2000 database	\$	
Total Price for Required Interfaces		\$

3.3 Pricing – Professional Services

Implementation Services	
Total price for implementation project management	\$
Check all the following that are included in the quoted implementation and project management price: <ul style="list-style-type: none"> <input type="checkbox"/> Onsite project management services <input type="checkbox"/> PMP-certified project managers <input type="checkbox"/> Code table setup <input type="checkbox"/> Connection with state database 	
Total price for software and hardware installation	\$
Check all the following that are included in the quoted software and hardware installation price: <ul style="list-style-type: none"> <input type="checkbox"/> Multiple onsite installation visits 	
Total price for travel and per diem	\$
Total Price for Implementation Services	\$

Training Services	
Total price for administrative training	\$
Check all the following that are included in the quoted administrative training price: <ul style="list-style-type: none"> <input type="checkbox"/> User manuals and other training materials <input type="checkbox"/> Defined timeframe for Go-live <input type="checkbox"/> Training database that utilizes agency-specific data <input type="checkbox"/> Complete administrator training <input type="checkbox"/> Post Go-live refresher training 	
Total price for end user training	\$
Check all the following that are included in the quoted end user training price: <ul style="list-style-type: none"> <input type="checkbox"/> User manuals and other training materials <input type="checkbox"/> Post Go-live refresher training <input type="checkbox"/> Pre-Implementation project team training <input type="checkbox"/> Access to online training database 	
Total price for Go-live assistance	\$
Total travel and per diem estimate	\$
Total Price for Training Services	\$

Total Price for Implementation and Training Services \$ _____

3.4 Pricing – Hardware

Unit	Price	Quantity	Extended Price
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Price for Hardware			\$

3.5 Pricing – Warranty, Maintenance, and Support

Support	Standard Business Hours	24/7 Support
First-year support (12 months)	\$	\$
Second-year support	\$	\$

3.6 Pricing – Summary

Inclusions	Price
Total Software/Interfaces	\$
Total Data Conversion	\$
Total Professional Services	\$
Total Hardware	\$
Total Support (first year)	\$
Grand Total	\$

Vendor is required to provide an authorized signature certifying that the submitted bid includes **ALL** costs associated with the proposed project and that the City of Tukwila will not be held liable for costs not listed in this document.

Name and title _____

Signature _____